

WASHINGTON COUNTY HUMAN SERVICES DEPARTMENT (HSD)  
BOARD OF DIRECTORS

July 21, 2011

Meeting called to order at 8:30 a.m. in Room 1023 of the Public Agency Center, 333 East Washington Street, West Bend, Wisconsin, by Chairperson L. Borman, who read the open meeting statement.

MEMBERS PRESENT: Les Borman, Jim Core, Sarah Follett, Mary Goeman, Carol Puerling, Jane Schultz, Paul Ustruck

MEMBER EXCUSED: Rick Gundrum, Gregory Young

HSD STAFF PRESENT: Karen Alt, Michael Bloedorn, Debra DuFour, Sandy Hoefert, Ruth Reines, Angela Schickert, Jim Strachota, Kay Thuecks

Review of Minutes: Discussion of the last meeting took place, but no changes were made to the minutes. C. Puerling made motion, M. Goeman seconded, to approve the HSD Board minutes from the June 16, 2011, meeting as distributed. Carried.

Budget Projection for 2011: Due to higher than anticipated use of inpatient services and a reduction in Youth Aids funding beginning July 1, HSD is projecting a \$270,000 shortfall. This shortfall would be covered by the fund balance instead of the County general fund, bringing the projection to zero. Discussion followed on the HSD fund balance and its relationship to the triangle services. This projection will be included as part of the 2012 budget information submitted to the County.

C. Puerling made motion, seconded by J. Core, to accept the 2011 projection report as presented. Carried.

2012 Budget Requests: Each of the following required components, if approved by the HSD Board, will also be submitted to the County as part of the proposed 2012 HSD budget.

CAPITAL OUTLAY REQUEST 2012--One vehicle used by Access and Outreach needs to be replaced next year due to age and high mileage. Rather than paying high-cost mileage to staff to use their own vehicles, the Behavioral Health area is in need of an additional car for client transportation and other needs. The total cost for these two used vehicles, former Sheriff's Department squad cars, is \$15,000.

J. Core made motion to approve the 2012 Capital Outlay Request as presented; J. Schultz seconded. Carried.

OUT OF STATE TRAVEL REQUEST 2012--Three Economic Support Specialists are requesting to attend the Supplemental Nutrition Assistance Program (SNAP) Education and Training Conference to be held in Indiana in 2012. A staff person within the Crisis program will be attending a conference by the American Association of Suicidology in Maryland. The SNAP conference cost would be supplemented by a Federal grant, resulting in a net County cost of \$1,375. The Suicidology conference would be totally paid for by a grant; only the County-paid staff time to attend is requested.

Motion made by C. Puerling to accept the out-of-State travel requests as presented; P. Ustruck seconded. Carried.

POSITION REQUEST 2012--HSD is not requesting any new positions for next year. If the 2012 budget allows, the weekly hours of a Registered Nurse position would be increased from 29 to 40; but this position is currently included in the County Ordinance as a full-time equivalent. This would be the only staffing pattern change for HSD in 2012.

P. Ustruck made motion, M. Goeman seconded, to accept the Position Request 2012 presentation as made. Motion carried.

USER FEE RATES 2012--Proposed 2012 rates, along with 2010 and 2011 comparison rates, were presented and explained for these services: Youth Treatment Center (shelter care, residential care center, assessments); Family Court Custody/Visitation Studies; Child Day Care Provider Certification (information packet, certification process, recertification process, certification for day camps); Termination of Parental Rights Court Study; and Outpatient/Lifespan and Acute Care Services/Crisis (including rates for various professional disciplines).

Motion made by S. Follett, M. Goeman seconded, to accept the 2012 HSD User Fees as presented. Carried.

STAFF RELATED EXPENSES--Examples of worksheets outlining staff expenses, including salaries and fringe benefits, were distributed and discussed. It was decided that only a summary sheet will be provided to the Board for budget preparation; if, however, anyone is interested in examining the base information used to arrive at the summary, they should contact J. Strachota.

The entire budget proposal presented is predicated on the assumption that all employee retirement fund savings from each department will be available for use by that department and not diverted to other County uses.

The Board also reviewed the Information Systems budget for HSD, which includes \$7,000 to implement a credit card payment system for Mental Health Center billing purposes.

Following discussion, motion made by S. Follett, seconded by C. Puerling, to accept the 2012 staff related expenses budget as presented minus the credit card implementation costs and to accept the budget process as described. Motion carried.

NEXT STEPS--Following discussion, the next HSD Board meeting will be held on Thursday, August 18, 2011, at 8:30 a.m. for the dissemination and discussion of budget information. A second meeting will be held on Tuesday, August 30, beginning at 7:30 a.m., for final 2012 budget proposal preparation.

What We Do/Goals and Accomplishments: This item was tabled for presentation at a future meeting.

Director Report: A written report was distributed and explained by J. Strachota. Topics included updates on providing income maintenance programs, homeless services, the purchase of a van as discussed at the June meeting and progress on procuring a ninth HSD Board member.

Motion made by M. Goeman, seconded by P. Ustruck, to adjourn. Carried. Meeting adjourned at 10:44 a.m.

Respectfully submitted,

Paul Ustruck, Board Secretary  
Karen Alt, Recording Secretary

*Copies of all non-privileged material pertinent to this meeting are available at HSD offices.*